Element K One-Stop Learning Libraries

All pricing is per person per year

Office Productivity - $40 per year

The Office Productivity Library offers students the opportunity to train on today's most popular desktop applications, e.g., Microsoft Office, Outlook, Windows 98, Internet Explorer, etc. The Office Productivity Library also includes Microsoft Office Pack. The skills learned in this library are crucial to the productivity of any organization. The Office Productivity Library is available in nine languages.

Computer Professional Series - $150 per year

Hardware/Network and Operating Systems (HNOS)

Develop high-level IT professional skills with this library of comprehensive courses for system administrators. This library that includes MCSE, CNE, A+, iNet+, Network+ and LINUX. The Gold Version of this library includes the Books24x7 reference collection.

Programming and Web Development (PWD)

Empower your employees with knowledge through this complete library for Web Developers, Computer Programmers, and Database Administrators. Courses include Java, Oracle 8i, VB and Microsoft SQL Server. The Gold Version of this library includes the Books24x7 reference collection.

Design and Media – can be ordered as a stand alone library for $70 per year

Creative talents will have no bounds when you empower your employees with e-learning on the most popular computer design applications available today. Courses include Photoshop, Illustrator, PageMaker, Quark, InDesign, Flash, Dreamweaver, and more.

Cisco - $150 per year

This library is for advanced network professionals who require training on Cisco technologies. Your Internetworking Professionals will be fully prepared for the CCNA, CCNP, and CCDP certifications with this comprehensive set of courses that include hands on labs (vLabs).

Telephony - $70 per year

This complete library of telephony offers a variety of courses on topics including TCP/IP, ATM, VolP, and more

E-Business - $40 per year

This library offers everything needed to do business electronically. E-learning for the new economy. Learn valuable strategic planning, and implementation of e-commerce strategies with this empowering set of courses from our e-learning professionals. Some of the courses included are Understanding the Virtual Marketplace, Developing a Commercial Web Site, and Introduction to Intranets and much more.

Project Management - $70 per year

Keep your employees on the knowledge track with project management courses. The curriculum is an invaluable resource for ongoing professional project management training. It also maps to and supports the core competencies required to pass the PMP Certification Exam sponsored by the Project Management Institute.

Situational Leadership - $90 per year

Situational Leadership is a management effectiveness course that teaches the basic skills and knowledge needed to understand, predict and influence the behavior of others. It helps leaders analyze a follower's readiness to perform a task and to select the most appropriate leadership style to use in a variety of situations to improve performance and productivity. The course was converted to Element K's instructional design model, and features scenarios with audio and high quality streaming video. These realistic elements help the learner understand how the theoretical foundation of the program can be effectively applied to their workplace, vastly improving their leadership skills.

HBSP Interactive Manager Series - $220 per year for the entire HBSP suite

This co-developed online product offering from Element K and Harvard Business School Publishing (HBSP) covers relevant business subjects such as teamwork, change leadership, finance and coaching, among others. The HBSP Interactive Manager Series?   features in-depth case studies, with streaming video simulations and exercises that challenge the student to apply the knowledge they have learned in the course.

HBSP High Performance Management - can be ordered as a stand alone library for $100 per year

The program covers twenty key management topics, including Managing Change, Leadership, Goal Setting, and Managing Performance, which are linked to a database of 50 relevant Harvard Business Review articles, and includes 13 interactive case studies

HBSP Interactive Management - can be ordered as a stand alone library for $150 per year

Coaching

Realizing Change

Managing Across Difference

Managing Groups for Creativity and Innovation

Service Success

Teams that Work

Virtual Work, Real Results

HBSP Interactive Finance - can be ordered as a stand alone library for $110 per year

Finance for Managers

Financial Accounting

Business Performance Support
(Harvard Management Mentor and QuikKnowledge Courses) - $50 per year

This library provides a reference tool for a manager in a hurry, similar to a set of business encyclopedias. The Performance Management Support library covers many personal and professional topics, e.g., Assessing Performance, Time Management, Discharging Employees and many more.

Workplace Safety - $50 per year

Maintaining compliance with OSHA, individual states, and internal workplace safety regulations requires effective and efficient training programs. This library of safety courses protects workers, boosts productivity and morale, and reduces costs of potential accidents and fines. Courses address disease and wellness, fire safety, sexual harassment, drugs, workplace hazards, and a wide range of prevention and safety management techniques. These courses are from Vivid, a leading developer of work place safety training.

Element K on-line libraries offer the following Learning Choices:

Self-Study Tutorials: for independent or "targeted" learning

Online Instructor-Led Classes: some students benefit from a structured format with mentoring from instructors, and from peer-to-peer learning via student interaction

Online Reference Materials: Books 24x7 gives students precise search capabilities. This resource has been shown to save IT Professionals 14 hours per month

Student Union: encourages peer-to-peer learning, and mentoring, and allows students to share best practices on relevant topics

Assessment Tools:

Certify competency levels with BrainBench exams (OP, CP, Cisco, Telephony, PM, E-business)

Prescriptive assessments on Office Productivity courses aid students in identifying gaps in knowledge, and point students to specific topics to complete to address those gaps.